

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Monthly** Report of Operations for the period ending
30 June 1953

A. Personnel On Duty Vacancies In Process

Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section

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25X1

1. No. on leave three days or more:

Records Mgt. Section-
Mail Control Section-
Records Center Sec.-

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25X1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- **1**
Records Center Section- **0**
Mail Control Section- **1**

3. Where: **One records analyst to Jackson Commission.**
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- **0**
Records Center - **0**
Mail Control -

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25X1

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 3. Recruited by Personnel 3.
Recruited by this office -.

B. Administration and Problems

Records Management Section - Informal concurrence on the proposed Agency File Manual has now been received from all of the major components of the Agency with the exception of the Office of Communications. Comments are expected from that office shortly.

A training manual is being developed which will cover the proposed Agency filing system, charge-out procedure, use of cross-references, etc. It is anticipated that this manual will be used by the Office of Training in conducting a filing course and that it can be distributed to Area Records Officers for their use in training records personnel.

Meetings were held with the Area Records Officers from the DD/A area, the DD/I area, the Office of Communications and the Office of Training to discuss the proposed Agency File Manual and other phases of the program. Meetings were also held with individual Area Records Officers to assist them in their detail problems.

The microfilming of certain vital materials in the Office of Personnel was accomplished in accordance with the established schedule.

Meetings were held with several offices to review the vital materials inventory in an effort to destroy materials which are no longer considered vital, or which have been superseded by more recent deposits. Letters authorizing destruction of these materials when received by this Branch, will be forwarded to the Custodian of the Repository for compliance.

Personnel responsible for handling vital materials in the various offices of the Agency are presently compiling current listings of materials definitely considered vital.

C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office of the Director.

Pending a reply from the Director's office regarding the survey report submitted to that office, analysts have completed the classification and filing of all records in the office of the DD/A, in accordance with the proposed Agency system. Personnel in the office of the DD/A have expressed their complete satisfaction with the reorganized files.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

A draft of a Records Control Schedule is still under consideration in the Office of the Comptroller.

Project 4-53 - Records Survey of the Office of Operations

The survey of the Index Branch and the office of the Deputy for Collection, OO/C, has been completed. The project is approximately 35% complete.

Project 5-53 - Rewriting of CIA Correspondence Manual

A draft of the Manual has been completed. Additional writing is being delayed pending the completion, by the analyst who is developing the Manual, of the Basic Intelligence Course.

Monthly Report - Mail Control Section

JUNE - 1953

	<u>THIS MONTH</u>	<u>TO DATE *</u>
1. INCOMING MAIL		
(a) Delivery by Post Office	21,720	233,591
(b) Picked up from Post Office by courier	1,962	29,754
(c) Picked up from City by courier	5,719	50,711
(d) Letters:		
Received	7,518	74,107
Recorded	12	12
(e) Undeliverable (held in Mail Room)		
2. OUTGOING MAIL		
(a) Picked up by Post Office	16,303	150,579
(b) Deposited in Post Office by courier	25,217	189,357
(c) City deliveries	8,568	78,277
(d) Penalty indicia used		
(1) CIA	3,273	32,197
(2) FBI	7,656	72,519
(3) SSU	2	43
(e) Postage expended	\$3,976.46	\$41,606.32
3. COURIER SERVICE		
(a) Scheduled trips	1,055	11,674
(b) Special trips - within Agency	177	1,605 **
(1) Delivered by foot	81	818 **
(2) Delivered by vehicle	96	787 **
(c) Other Agencies	129	1,272
(d) Trips outside area	6	57
(1) Total time	78hr. 30 min.	323hr. 10 min.
4. FILE ACTIVITY		
(a) Checking courier receipts	30	141
(1) Total time	12hr. 15 min.	102hr. 15 min.
(b) Requests for Administrative Files	17	219
(1) Requests filled	15	164
(2) Requests unfilled	2	55
5. RECRUITMENT		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		
6. SEPARATIONS		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		

25X1

* The figures in this column will revert to 0 at the beginning of each fiscal year.

** Adjusted figures.

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MONTHLY REPORT - DISTRIBUTION

DATE June 1953

THIS MONTH TO DATE*

1952 1953

1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	339	405	3,758
b. Intelligence Reports:			
Received (Copies 3,556)	1,358	183	7,567
Distributed (Copies 1,463)	424	741	9,912
Returned (Copies 1,349)	0	702	5,827
c. Information Reports			
Received (Copies 3,251)		3,251	32,453
Distributed (Copies 1,820)	1,760	1,525	15,900

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	74	53	646
b. Regulations			
(1) Initial Distribution			
(Copies 1,953)	2	7	91
(2) Supplemental Distribution			
(Copies 662)	82	468	7,470
c. Notices			
(1) Initial Distribution			
(Copies 17,194)	17	14	185
(2) Supplemental Distribution			
(Copies 810)	42	39	1,677
d. Other			
(1) Initial Distribution			
(Copies 1,291)	3	2	26
(2) Supplemental Distribution			
(Copies 115)	11	2	472

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

** The July through September total of information reports received is included in the total of Intelligence Reports received.

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MONTHLY REPORT - RECORDS CENTER

DATE June 1953

THIS MONTH TO DATE*

1. Records Storage (all figures in
 cubic feet)

(a) Received	125	1629.2
(b) Destroyed	0	194
(c) Storage Space: (Total)	7,600	
Records	3,271	
Dist. Material	3,248	
Committed	1,081	
Available	0	

2. Records Reference

(a) Service Requests	206	1649
(b) Items on Requests	654	9258

3. Inter-Agency Reference Service

(a) Requests

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Security Information

MICROFILM PROJECTS JUNE 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
1. <u>Projects Pending</u>		
a. Entire Records Group	7	=====
b. Record Group Accretions	1	=====
2. <u>Projects in Process and Completed</u>		
a. Entire Records Group		
(1) In Process	0	-----
(2) Completed	7	58
b. Records Group Accretions		
(1) In Process	0	-----
(2) Completed	1	38
c. Images Filmed (Total)	70,122	1,479,379
(1) Rotary Camera	19,257	972,230
(2) Flatbed Camera	50,865	506,249
d. Reels (100 ft.)		
(1) In Process	65	
(2) To Be Reviewed	4	
(3) Reviewed	67	1,033

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Security Information

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B. WORK IMPROVEMENT PROJECTS

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room. Courier service and messenger personnel of the Mail Control Section.

In conjunction with the Handbook, a draft of Regulation (Mail Service) has been prepared. This regulation will serve as the basis for the procedures and instructions in the Handbook. The project is approximately 15% complete.

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